

DEIS II TO GUIDELINES ATTACHMENT 9

DEIS II TASK ORDER EVALUATION

To be completed by the Task Monitor (TM) each quarter and at the completion of the task order to evaluate the contractor's performance. Completed evaluations are to be forwarded to the Contracting Officer at task order close-out.

Instructions for Completing the Contractor Evaluation Forms

We have devised the evaluation forms scoring to make them easily understood by providing numerical ratings based on a 100 point system. The following is a comparison of numerical scores to the corresponding adjectival ratings:

90 - 100 = Excellent
80 - 89 = Good
70 - 79 = Acceptable
60 - 69 = Marginal
59 and below = Poor

The numerical score should be entered in the blank spaces to the right of each rating factor of the evaluation form. Space is provided below for comments. At a minimum request comments if ratings are in the poor or marginal areas.

1. Contract Number	2. TO Number	3. TO Title
4. TO Award Date	5. TO Completion Date	6. Total Cost
8.a. Prime Contractor		
	8.b. Principal Subcontractor(s) (list all that worked on the TO)	
9. TO Evaluation		

TECHNICAL PERFORMANCE						
Factors/Ratings	Excellent	Good	Acceptable	Marginal	Poor	N/A
a. Completion of major tasks/milestones/deliverables on schedule						
b. Responsiveness to changes in technical direction						
c. Ability to identify risk factors and alternatives for alleviating risk						
d. Ability to identify risk and solve problems expeditiously						
e. Ability to employ standard tools/methods (e.g., standards, commercial products, information engineering tools)						

Comments: _____

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MANAGEMENT PERFORMANCE						
Factors/Ratings	Excellent	Good	Acceptable	Marginal	Poor	N/A
f. Overall communication with the Government						
g. Effectiveness and reliability of contractor's key personnel						
h. Ability to recruit and maintain qualified personnel						
i. Ability to manage multiple and diverse projects/tasks from planning through execution						
j. Ability to effectively manage subcontractors						
k. Ability to meet goals for use of Small, Small Disadvantaged and Woman-Owned Small Business subcontractors						
l. Ability to accurately estimate and control cost to complete tasks						
m. Overall performance in planning, scheduling and monitoring						
n. Use of management tools (e.g. cost/schedule, task management tools)						

Comments: _____

CUSTOMER SATISFACTION						
Factors/Ratings	Excellent	Good	Acceptable	Marginal	Poor	N/A
o. How would you rate the contractor's overall technical performance on this order?						
p. How would you rate the contractor's overall management performance on this order?						
q. How would you rate the contractor's ability to be cooperative, business-like and concerned with the interests of the customer?						

Comments: _____

10. List the Major Technical Deliverables delivered during this TO:

Title	Description	Date Due	Date Received	Date Deliverable Evaluation Submitted
1.				
2.				
3.				
4.				
5.				

11. TM Name

12. TM Signature

13. Date

14. Contractor Comments: _____

